



## Smith River Rancheria Position Description

**Title:** GIS Technician  
**Class:** Skilled  
**Status:** Full Time  
**Supervisor:** MIS/IT Director  
**Effective Date:** July 2010

**Department:** MIS #09  
**FLSA:** Non-Exempt  
**Pay Grade:** VI (\$15.13-21.34)  
**Subordinates:** None

### Position Summary:

This individual will be part of the team responsible for the on-going development and maintenance of the Smith River Rancheria GIS. The GIS Technician is responsible for source material collection, analysis and verification of data as well as performing base map creation, map updates, data validation and database editing for the Smith River Rancheria compliance software systems. In this role, you will assume responsibility for:

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Data conversion, digitizing, spatial data editing, data validation and maintenance of Smith River Rancheria's GIS.
- Perform source material acquisition, analysis, documentation and archiving of digital and hardcopy data/maps.
- Ensure the quality of Smith River Rancheria products by performing testing and verification of GIS data and applications.
- Responsible for researching and developing solutions to issues discovered during testing.
- Support a dynamic team environment at Smith River Rancheria by collaborating with other departments, contributing time, effort and ideas
- Performs data analysis for GIS applications.
- Carries out GIS procedures, both simple and complex, for data creation, analysis, project reporting, data conversion, data transfer and graphic production.
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment and/or systems.
- Performs miscellaneous job-related duties as deemed necessary.

### Minimum Qualifications:

- Must have a minimum of an Associates Degree in Geography or a related field, BA/BS is preferred. Also need to have experience working with map development, Geo-Spatial Analysis, GIS and/or a minimum of two years directly involved with GIS mapping and Geographical data manipulation.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian preference will apply.

### Language Skills:

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

**Mathematical Skills:**

Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates, Licenses, Registrations:**

- Must be able to pass extensive background investigation for the issuance, and retention, of gaming license.
- Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

**Physical Demands:**

While performing the duties of this job, the employee is frequently required to stand walk and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must regularly lift and/or more up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Vision Requirements:**

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

**Work Environment:**

Works in office areas as well as throughout the facility.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_